



A. EXTEND AN ACTIVE CERTIFICATION

Patient Certification # PC2-00063234

Certification Document Edit **Extend** Cancel

Demographics +

Medical +

Dosing +

Issue Date 10/15/2021

Expiration Date* 10/15/2022

Patient Certification # PC2-00063234

Extend Certification

Current Expiration Date 10/15/2022

New Expiration Date* 10/15/2022

Submit

The “Extend” function should be used when a patient’s certification expiration date needs to be extended, and no other information (demographic, medical or dosing) requires changes.

If a patient’s certification needs to be extended and requires changes in one of the sections, use the [“Edit”](#) function instead.

If the patient is a minor or incapable of consent, an “Extend” button will NOT be available. You will be required to use the “Edit” button, which will then prompt you to complete the designated caregiver fields.

1. Search for the patient certification on the home page.
2. Select the row with the identified certification.
You can only extend active certifications. The functional buttons for expired or canceled certifications will be grayed-out.
3. Perform a patient check: ensure that the information on the screen matches the patient you are working on.

• **Tip:** If you wish to see the historical data entries for a given patient certification, click the “Certification Document” drop-down menu to retrieve the previous versions of the certification.



4. Click the “Extend” button.

- **Issue Date:** System will pre-fill the issue date with today’s date.
- **New Expiration Date:** The expiration date is tentatively pre-filled to one year from today. You may reset the expiration date to any date within a year of the certification issue date. If your patient is terminally ill and is a resident of New York State, you may remove the expiration date and leave the field blank. If your patient is terminally ill but is temporarily residing in New York State for medical treatment, the expiration date cannot exceed one year from today.

5. Submit the Certification.

6. Print the Certification.

Once the certification is submitted, the system will automatically open a printable certification form (in .pdf format). Depending on the browser, you may need to take different steps to print the certification.



Make sure you print the entire document and provide it to the patient and/or designated caregiver. certification containing the registry ID barcode & provide the document to the patient.

7. Check the Printed Certification for Errors

If you find an error on the certification or realize you need to make changes, do NOT create a new certification, you can edit all fields except the Date of Birth and Capable of Consent fields. Return to the home page, navigate to the certification in question and select the [“Edit”](#) button. Edit the certification as needed.

Exception

The “DOB” field or the “Capable of Consent” selection cannot be edited. If a patient’s date of birth or a “Capable of Consent” selection is incorrect on an existing certification, you must issue a brand-new certification. Please remember to cancel the certification that contains an error.